

Assistance to Firefighters Grant Program (AFG)



FEMA

**Staffing for Adequate Fire
and Emergency Response
(SAFER) Hiring Activity**

FEMA Grant Application Get Ready Guide 2011

SAFER Hiring Grants

Grant Application Get Ready Guide 2011

Prepare for your grant application today

The Assistance to Firefighters Grant Program's (AFG) Staffing for Adequate Fire and Emergency Response (SAFER) application period will be opening soon. This handy guide will give you a kick-start in preparing your grant application and to help you thoroughly answer all the grant application questions.

The purpose of the Hiring grants is to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies. With the enhanced or restored staffing, a SAFER grantee's response time will be reduced sufficiently and an appropriate number of trained personnel will be assembled at the incident scene.

Additional Department Information – Use this section to start gathering information that will be required for the application so you are ready when the application period opens.

Be prepared to thoroughly address this information:

- Have you discussed this application and its long-term obligations with your governing body? Is your governing body willing to accept this long-term commitment?
- Total number of authorized and funded active, full-time uniformed/operational career positions employed by your department as of January 1, 2008, June 30, 2011 and at time of application.
- Total number of operational career positions assigned to field or response apparatus positions that directly support NFPA 1710 or NFPA 1720 as of January 1, 2008, June 30, 2011 and at time of application.
- What NFPA standard and assembly requirements is your department attempting to meet?

- What percentage of time does your department meet those assembly requirements with your current staffing levels? What percentage of time do you anticipate that your department will meet that same standard with the additional or restored staffing requested in this application?
- What is the average, actual staffing level on your first arriving engine company or vehicle capable of initiating suppression activities with your current staffing levels? What do you anticipate the average level will be with the additional or restored staffing requested in this application?
- If requesting funding to rehire laid-off firefighters and/or retain firefighters facing layoff, copies of the layoff notices will be requested at time of application.

Be prepared to thoroughly explain, document, and provide background information on the following five areas as part of your narrative statement:

- Project Description
- Impact on Daily Operations
- Financial Need
- Cost Benefit
- Performance

Answering the following questions within each of the above five areas will help you formulate a comprehensive narrative statement.

Project Description

- What type of “hiring” are you requesting? Rehire, retention, attrition, and/or new hires?
- If applying for rehire, retention, or attrition, when and why did the vacancies occur? How have the vacancies affected the service to the community?
- How will the requested positions be used within the department?
- What is the specific benefit these firefighters provide to your department(s) or community?
- How will the grant enhance the department's ability to protect critical infrastructure?

Impact on Daily Operations

- What effect does your current staffing level have on fireground operations and/or safety? How are your community and firefighters at risk without the requested firefighters?
- What effects will the increased staffing/retention, if funded, have on future fireground operations and/or safety?
- What impact will the newly funded positions have on NFPA and/or OSHA compliance?

Financial Need

- Why do you need Federal financial assistance?
- What is your current organizational budget?
- What are your current and future, if any, funding issues?
- What other funding actions have you taken to meet your staffing needs?

Cost Benefit

- What benefit(s) will your department and/or your community gain if the project described is funded (e.g., anticipated savings and/or efficiencies)?

Performance

- If applicable, do you have a proven track record for timely project completion and satisfactory performance in other AFG, FP&S, and SAFER awards?

Coming Soon: Watch the AFG Web site www.fema.gov/firegrants for the SAFER Self-Evaluation tool, which will help you rate your own SAFER application narrative.



Questions regarding the SAFER Grants can be directed to the Federal Emergency Management Agency's Grant Programs Directorate (GPD) AFG Program staff at 1-866-274-0960 or e-mail firegrants@dhs.gov.

